

# GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

## Job Description

Job Title: **Set-Up Person/Custodial**

Report To: Building Manager

### **Job Summary:**

The full time Set-up position will assist with event set-ups and audio-visual set-ups on evenings and weekends. This position will also require general cleaning functions for both Grant Memorial Church and Linden Christian School. The knowledge of WHMIS and the ability to operate commercial cleaning equipment would be an asset. The position requires good communication skills and the ability to work independently and on a team. This position will require evening and weekend working hours.

### **Time Requirements:** Full Time 40 hours per week

Monday and Tuesday 3:30 PM to 11:30 PM, Friday 12:00 PM to 8:00 PM, Saturday 9:00 AM to 5:00 PM and Sunday 8:00 AM to 4:00 PM. This schedule is subject to change as needed. Flexibility with hours of work is required to cover evening and weekend events.

### **Responsibilities:**

- Event set-up, take down and troubleshooting
- Follow set-up diagram, procedures and outlines for all room bookings
- Custodial tasks, as assigned
- Opening and closing of the building
- Basic knowledge, aptitude and experience with audio visual equipment
- Organizational skills
- Ability to be a team player
- Prompt and dependable
- Physically fit and able to lift fifty pounds

### **Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

### **Other:**

- Attend general staff meetings
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ.

**To Apply:**

Please send the following attachments to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca) or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Set-Up Person' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

**Closing date:** When position filled.